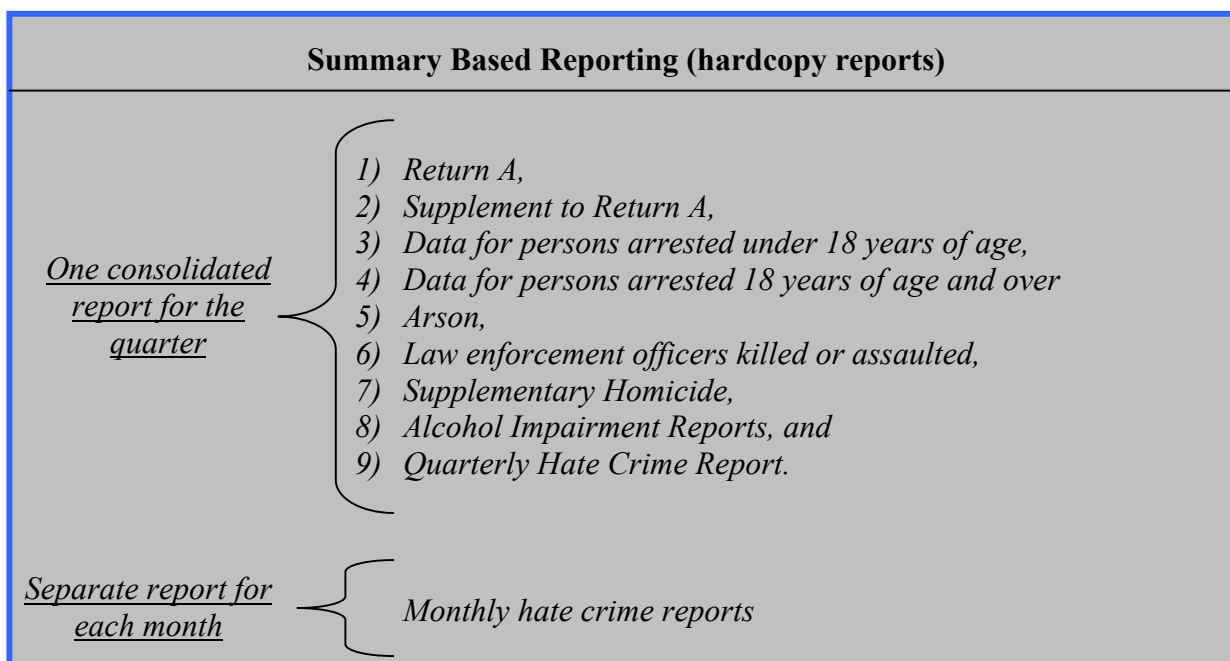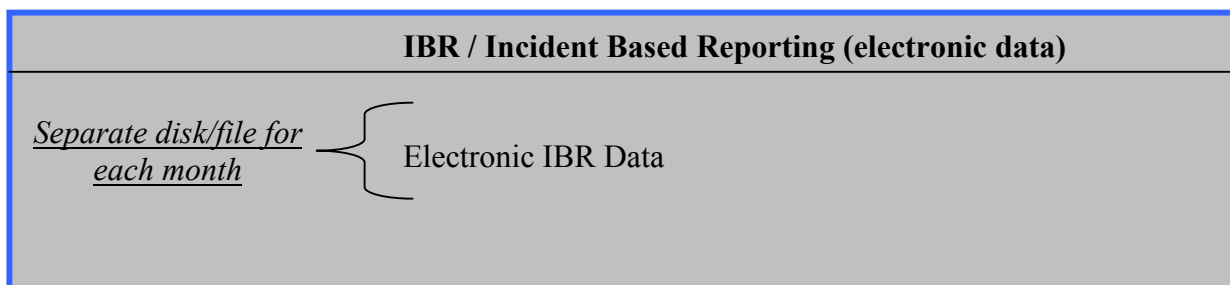| Newsletter / Updates	April 2003

Data Submission Requirements as of January 2003

Check List

Uniform Crime Reports data should be validated according to *Error Checking Procedures* and sent to the Rhode Island State Police no later than 14 days after the close of the reporting period. Data submission should include the items listed below:

Summary Based Reporting (hardcopy reports)

One consolidated report for the quarter

1) *Return A,*
2) *Supplement to Return A,*
3) *Data for persons arrested under 18 years of age,*
4) *Data for persons arrested 18 years of age and over*
5) *Arson,*
6) *Law enforcement officers killed or assaulted,*
7) *Supplementary Homicide,*
8) *Alcohol Impairment Reports, and*
9) *Quarterly Hate Crime Report.*

Separate report for each month

Monthly hate crime reports

AND

IBR / Incident Based Reporting (electronic data)

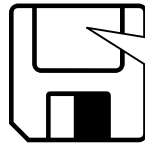*Separate disk/file for each month*

Electronic IBR Data

Data Submission Requirements

Incident Based Reporting (electronic data)

Data can be sent to the Rhode Island State Police in two formats: MS-DOS compatible 3.5 floppy diskettes or compact disk.

Labels: External

The external label on the diskette/compact disk should include the agency name, the ORI Number, the month and year of the reporting period and the date the file was created or you can use the labels provided to your department by the State Police. For your convenience, return labels have been included.

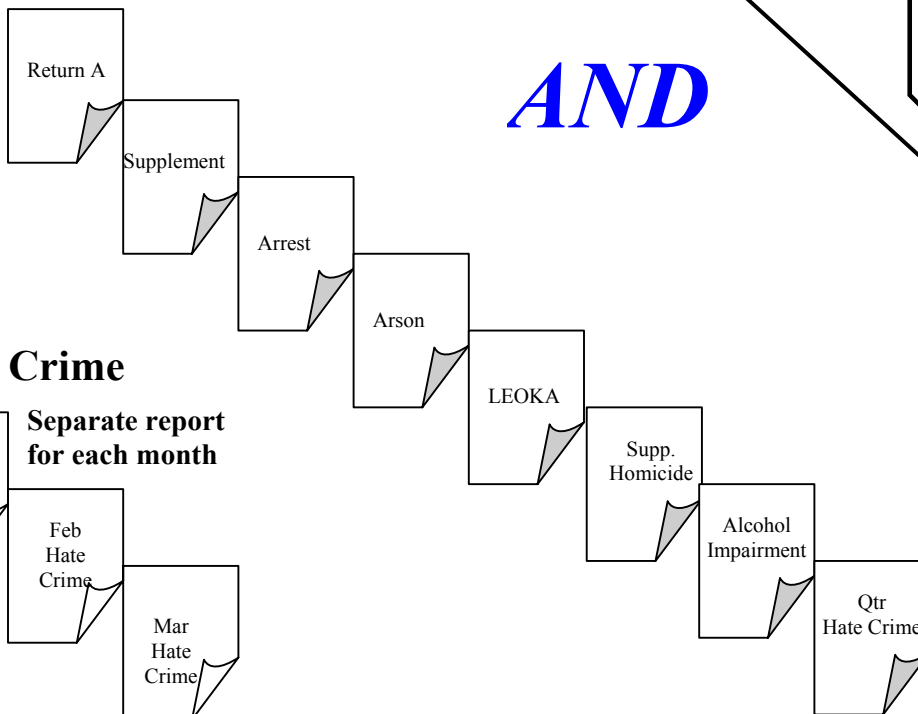**Incident Based Data**

[*Agency Name*] Police Department
[*ORI Number*]

For the month of: [*month year*]

Date File Created: [*MM/DD/YYYY*]

Send to:
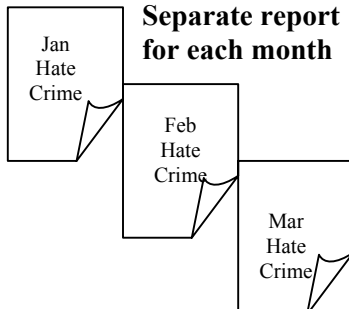Rhode Island State Police
Uniform Crime Reporting Unit

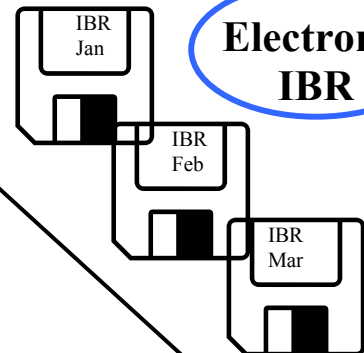# At a Glance

Summary Based Hardcopies

Electronic IBR

IBR Jan

IBR Feb

IBR Mar

AND

Return A

Supplement

Arrest

Arson

LEOKA

Supp. Homicide

Alcohol Impairment

Qtr Hate Crime

Hate Crime

Separate report for each month

Jan Hate Crime

Feb Hate Crime

Mar Hate Crime

If you have any questions regarding this newsletter, call the Rhode Island State Police at 444-1156.